



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ARL (700)

3 April 2000

MEMORANDUM FOR The Adjutants General of All States, Puerto Rico,
The Virgin Islands, Guam, and The District of
Columbia

SUBJECT: All States (Log Number I00-0033) Defense Utility Energy
Reporting System (DUERS) for the Monthly Fuel Consumption Report

1. This memorandum supersedes All States (Log Number I00-0020), NGB-ARL, 23 February 2000, SAB.
2. The Department of Defense directive 5126.46, requires all Army National Guard Installations to report fuel consumption data. The fuel consumption data must be submitted monthly and annually as a total aggregate report using DUERS.
3. The United States Army Corps of Engineers, Military Program Division, Alexandria, VA has revised the data reporting system. The new method of reporting is called the Headquarters Redesigned Army DUERS Data System (HQRADDS). On 1 January 2000, the HQRADDS reporting system became available at the website address, <http://hqradds.belvoir.army.mil>.
4. All fuel consumed must be reported, except as specified in AR 11-27. The DUERS report does not require inclusion of mobility fuel consumed by General Services Administration (GSA) vehicles under contract. Their fleet manager will report fuel consumed by GSA vehicles.
5. Each installation United States Property and Fiscal Officer (USP&FO) or Director of Logistics (DOL), whichever is the Petroleum account holder, is responsible for providing a DUERS user to input the monthly data for the RADDS 1 report on fuel consumption. The data should be transmitted by the user and accepted at the Installation Support Division (ISD), Fort Belvoir, VA.
6. The report must be accepted not later than (NLT) the 15th day of the following month. Any changes or updates to the monthly fuel data should be completed within 30 days. In order to ensure the DUERS data is complete and timely, the following timelines are established and should be monitored by each installation USP&FO or DOL, and the NGB-ARL-E petroleum manager.

NGB-ARL

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a. The petroleum consumption data, RADDS 1, will be as of 0800 hours the last day of each month. The data is due to the DUERS user NLT the 10th day of the following month.

b. The data transmission must be completed and telephonically verified at ISD, NLT the 15th day of the following month.

c. The annual consumption report should reflect the total fuel consumed throughout the year and is due with the July data entry.

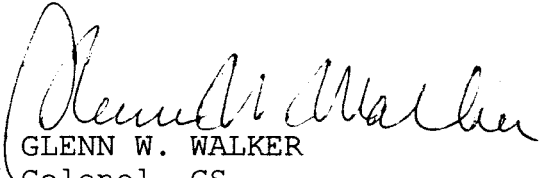
7. All DUERS users must become familiar with the user's manual available on the website and make contact with the ISD technical assistance personnel. The ISD points of contact are Mr. Joe Manno at DSN 328-6393 and Andrew Jackson at DSN 328-6464.

8. This memorandum expires one year from date of publication, unless sooner rescinded or superseded.

9. Point of contact is MAJ Chris Chandler, Petroleum and Water Item Manager, at 703-607-7498 or DSN 327-7498.

10. The Army Logistics Division, Keeping the Guard Ready.

FOR THE CHIEF, NATIONAL GUARD BUREAU:



GLENN W. WALKER

Colonel, GS

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NGB-ARO

Each State IG

Each State USP&FO

Each State DOL

Each State Fuel Manager